	Georgia Technology Authority	
Title:	**IBM Mainframe Production Acceptance – Batch Jobs**	
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Synopsis:	This document provides standards to ensure that batch jobs are consistently packaged to meet production acceptance requirements; thus, resulting in a quick turn over into the production environment.	

PURPOSE

The purpose of this standard is to establish batch job production acceptance standards to guarantee that service levels are met for all IBM Mainframe applications.

SCOPE

The scope of this standard applies to all GTA-ITIS managed computer facilities in all affected Georgia state agencies.

STANDARD

Change Man Planned Package Standards:

- All production jobs must go through production acceptance as a **Change Man Planned Package** in *Change Man*.

- **Change Man Planned Packages** must pass a quality assurance review and receive approval by GTA-ITIS Operations.

- **Planned Change Man Packages** are accepted by GTA-ITIS Operations from 6:00 A.M. to 6:00 P.M. for review and approval/rejection on the same business day.

- Include three (3) hours for install date and time to allow GTA-ITIS Operations enough lead time to review the **Change Man Planned Package.** Packages received after

6:00 P.M. will be processed the next business day.

Naming Convention Standards:

- The batch Job name shall conform to the standard naming conventions for all new batch jobs as outlined in **Doc Ref Number: OP_STD_001**.
- The **Member** name must have the same name as the **batch job** name.

Batch Job Class Standards:

The **Production** batch job must have the correct job class assigned. The following is a list of the available batch job classes and their criteria:

Batch Job Classes

Class	System	Definition
D	A	Tapes allowed — Ten (10) minute time limit
E	B	Maximum of 2 concurrent tape drives
F	B	Greater than 2 concurrent tape drives
H	A	Maximum of 2 concurrent tape drives
I	A	Greater than 2 concurrent tape drives
P	A	No tapes/10 minute time limit
R	A	No tapes/Longer than 10 minutes
Y	B	No tapes

Note: **Classes I & F** are special classes. The criteria and business justification for assigning classes **I & F** must be included in the *Change Man* documentation.

JCL Batch Job Card Standards:

- Include a valid Department Number as the first three (3) digits in the Account Number.
- Use the programmer name field to identify the location or group to send the output. This parameter contains the following:
  - A maximum of 20 characters.
  - Enclose the name with apostrophes if the name contains spaces, special characters other than hyphens, embedded periods, or leading periods.
- Use one of the appropriate Batch Job Classes listed in the "Batch Job Classes" table on page 2 in this document.
- The MSGCLASS parameter must equal M if the batch job goes to $AVRS.
- If you specify a time parameter, the following are NOT permitted:
  - TIME=NOLIMIT   TIME=MAXIMUM   TIME=1440
- The job card cannot have TYPRUN=HOLD.

For example:

```
**************************************************************************
```

```
//HRPH0001   JOB  427PV400, 'PROD 15PTREE', CLASS=F,MSGCLASS=M,TIME=240
      |            |   |              |                              |
   _____    Dept. #  |          _____                     _____
   Job name      |      |        Programmer's                   Time Limit
               - |_____|          name
               Acct #
```

JCL and PROCS Standards:

- PROCLIB overrides are NOT allowed in production.
  Examples: Highlighted key words are not allowed
  //PROCLIB **JCLLIB ORDER** =(PSDP.DBT1.PROCLIB)
         or
  /*JOBPARM L=10,**P=TESTPROC**

- SHARED production libraries must have a DISPosition equal to share (SHR).
  Example: CHNM.PROD.LOADLIB,DISP=SHR

- SHARED production libraries must begin with the following characters:
  - CHNM.PROD.*
  - CHNM.PRODRT.*
  - SYS1.*
  - SGDP.*
  - #SGDP.*
  - SGSS.*

- **JOBLIB** and **STEPLIB** statements must contain load libraries that represent SHARED production or system libraries, NOT user controlled libraries.

Correct Example	Incorrect example
//JOBLIB DD DSN=SGDP.DBP5.DSNEXIT, // DISP=SHR // DD DSN=SGDP.DBP5.DSNLOAD, // DISP=SHR // DD DSN=CHNM.PROD.TEMP.LOADLIB, // DISP=SHR // DD DSN=CHNM.PROD.LOADLIB, // DISP=SHR	//JOBLIB DD DSN=SGDP.DBP5.DSNEXIT, // DISP=SHR // DD DSN=SGDP.DBP5.DSNLOAD, // DISP=SHR // DD DSN=**HRBT.LOADLIB**,---- Incorrect // DISP=SHR // DD DSN=CHNM.PROD.LOADLIB, // DISP=SHR

- Apply the following guidelines if you use a continuation card:
  - Include a comma (,) at the end of the card to be continued.
  - Do not start a continuation after column 16.

For example:

  //STEP1 DD DSN=XXXX.XXXX.XXXX,
  // DISP=SHR

- Make sure there is no // CARD or PEND card at the end of PROC.

- Apply the following guidelines if the batch job requires user-defined

variables or other input parameters:

- The JCL cannot have a **SYSIN DD * card**. This card must point to a production **utilcard** library.

For example:

CHNM.PRODRT.UTILCARD or CHNM.PROD.UTILCARD

Department of Revenue   All other agencies

- The symbolic library and member referenced by the **%%LIBSYM** and **%%MEMSYM** must be valid.

For example:

//* %%LIBSYM HRHP.PROD.REQUEST.USER %%MEMSYM HRPHABSV

//HRPHABSV EXEC HRPHABSV,YEAR=%%CCYY

THE PARAMETER, YEAR=%%CCYY, IS FOUND IN THE LIBSYM LIBRARY IN THE MEMBER, MEMSYM

- Use the following classes to specify **SYSOUT**:

SYSOUT=X	Xerox print output
SYSOUT=A	Print output for continuous fee, standard paper
SYSOUT=C	All multi-part paper, *for example: 0002, 0003*
SYSOUT=J	Special forms (user supplied), *for example: labels*
SYSOUT=M	$AVRS
SYSOUT=R	Infopac
SYSOUT=*	Allowed only in the JCL. Cannot be used in PROC.

- The JCL cannot use stage cards.

For example:

//NORMAL EXEC STAGE, PARM='ARTBR6000',COND=(0,NE)

Documentation Standards:

Completion of the following forms is required as part of the **Change Man Package** for production acceptance:
- Use forms 285B and 280, which can be found in CHNM.PROD.DOC I

ibrary, Member Name = CHNMFORM.
- The following lists the required information on the forms . The forms contain a description of each header listed:
- Batch job name
- Job Description
- Agency
- Application
- Set up instructions – The batch job must run in **Control-M**
- Job dependencies
- Restart instructions
- Checkout instructions
- Contact list with day & night numbers in case of abend or other problems
- Agency escalation list and process — provide list or Data Set Name
- Maximum drives allocated at one time
- Job Class
- Approximate run time
- Start time
- Frequency/holidays included?
- Run restrictions
- Output Description – Identify special form number that is required
- Special run instructions

All Backup Jobs:

In addition to the required information on the 285 and 280 forms, all backup batch jobs are required to have documentation that provides the following:
- Application backup cycles
- Vault rotation/retention cycle and frequency
- Disaster Recovery (Specify whether tapes produced by this batch job are part of Disaster Recovery.)

Output Special Forms Standards:

- Batch jobs producing output to special forms such as, checks, must pass a quality assurance test run before the **Change Man package** is approved.

- The quality assurance test for special forms, such as checks, shall follow GTA-ITIS print operations security handling. See the "GTA Check Printing and Folder/Sealer Implementation Guide".

- GTA-ITIS Operations shall approve the package after the test run(s) is validated.

AUTHORITY

O.C.G.A. Section 50.25-1

TERMS and DEFINITIONS

Term	Definition
Change Man	A comprehensive system designed to provide both reliable and streamlined implementation of software changes from development into production.
Change Man Packages	The vehicle in which all changes are moved from a development environment to a production environment.
Change Man Permanent Package	A package which is enduring and is only deleted at the request of the user. When a Permanent Package passes all approval levels, the scheduled changes are updated to the production libraries.
Change Man Planned Packages	A Package with scheduled changes that are required to follow all established application rules. Implementation is subject to the complete approval list.
Service Level Agreement	Formal service agreement between GTA and a Georgia State agency to meet production and business requirements.